



Maricopa County

Risk Management

Dear _____:

Based on your inquiry, a Claim Form is enclosed for your use. Please complete all of the items on the form and return to:

Clerk of the Board of Supervisors
301 W. Jefferson
10th Floor
Phoenix, AZ 85003

Arizona Revised Statute § 12-821.01, provides certain requirements with regard to presenting claims and filing lawsuits against public entities and public employees. The statute requires, in part, that a claim against a public entity or public employee:

- be filed ***with the appropriate party within 180 days after the cause of action accrues***,
- contain sufficient facts to permit the public entity or public employee to understand the basis upon which liability is claimed and,
- contain a specific dollar amount for which the claim can be settled and the facts supporting that amount.

Failure to comply with the requirements of the statute will result in your claim being rejected. Filing a valid claim will always remain your sole responsibility. If your claim is contractual in nature, refer to the guidelines set forth in A.R.S. § 11-622.

Once we receive your completed claim form, your incident will be investigated and evaluated to determine whether Maricopa County can pay your claim. Only those claims for which Maricopa County is legally liable can be accepted and paid. In addition to the required information, please provide copies of any documents that would support your claim (i.e. estimates, bills, police report, etc.). If you are unable to provide all of this information at the time that you submit your claim, you may provide it at a later date.

Please be aware that you are legally responsible for taking steps to minimize any loss sustained and to protect property from further damage. It is important that all information requested on the claim form be provided so that a prompt and fair evaluation can be made of your claim. If you have any questions, please contact our office for assistance.

In order to file a lawsuit against a public entity or employee, under state law, it is required that a proper claim first be filed. A claim will be barred by the statute of limitations if a lawsuit is not filed within one year after the cause of action accrues. (A.R.S. § 12-821)

Sincerely,

Risk Management
(602) 506-2298



Enclosure

(If more space is needed, please attach additional pages.)